



# CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE  
District of Connecticut

## POSITION

U. S. Probation Officer

## LOCATION

May be assigned to any office  
Bridgeport, Hartford, New  
Haven, Waterbury)

## SALARY/TARGET

CL 25 – CL 28  
\*\$49,211 - 115,275

\*(Depending upon qualifications,  
experience, and location)

**Promotion potential at the  
discretion of the Chief U.S.  
Probation Officer without  
further competition**

## OPENING DATE

July 23, 2020

## CLOSING DATE

Open until filled

## ANNOUNCEMENT

20-CT- 05

## POSITION OVERVIEW



Part of the United States District Court, the U.S. Probation Office for the District of Connecticut assists the Court in both probation and pretrial functions through investigating and supervising individuals charged with or convicted of federal crimes.

- Multiple positions may be filled from this vacancy.

## REPRESENTATIVE DUTIES

Conducts investigations and prepares reports for the court with recommendations for release or detention of defendants and sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing persons under investigation or supervision and their families, investigating the offense, prior record, and financial status of persons under supervision, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law.

Following the disclosure of the reports to the parties, analyzes any objections and determines an appropriate course of action. Such actions include; resolving disputed issues and/or presenting unresolved issues to the court for resolution.

Presents presentence report, bail investigation report, and sentencing recommendations to the court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and guideline applications. Serves as resource to the court to facilitate proper imposition of sentence. Supervises clients to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment.

Maintains personal contact with persons on supervision through office and community visits and by telephone. Investigates employment, sources of income, lifestyle and associates, to assess risk and compliance. Responsible for detection of substance abuse, and through assessment and counseling, implements the necessary treatment or violation proceedings. Refers persons to appropriate outside agencies regarding needs, such as medical and drug treatment, employment, housing, and educational/vocational training.

Initiates contacts with, replies to and seeks information from organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, other probation officers, and attorneys, concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares reports, which may include application of the U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings.

Conducts preliminary interviews and other investigations as required. Maintains a detailed written record of case activity. Performs all other duties as assigned.

## JOB REQUIREMENTS & QUALIFICATIONS

Knowledge of criminal justice system. Knowledge of federal probation and parole legal requirements, policies and procedures. Knowledge of sentencing guidelines and applicable case law. Good knowledge of investigative and supervision techniques. Good knowledge of the roles, responsibilities and relationships among the Federal Courts, Parole Commission, and the Bureau of Prisons.

Demonstrated cultural intelligence (possess cognitive, motivational, and behavioral capacities to understand and effectively respond to the beliefs, values, attitudes, and behaviors of individuals and groups under complex circumstances), ability to communicate and work effectively across cultures while possessing an awareness of and respect for differences; appreciation of diversity and advocacy of inclusion.

Ability to work with law enforcement agencies at different governmental levels, community service providers, and other courts. Skill in applying various statutes and implementing regulations. Ability to communicate orally and in writing, both clearly and concisely, with a variety of persons such as judicial officers, attorneys, and persons we supervise. Ability to interview and investigate persons from various backgrounds, their families and others in the community to obtain the information.

Skill in supervising persons under conditions of release, including investigating their finances to determine the legitimacy of their income. Skill in risk assessment, developing appropriate alternatives and sanctions for non-compliant behavior. Skill in counseling clients to attain and maintain compliance with the conditions of their release. Ability to discern deception and act accordingly. Skill in using law enforcement automation systems to check defendants' backgrounds is required. Information technology skills are required as is the ability to perform work in a mobile environment.

**MINIMUM QUALIFICATIONS:** Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration is required. In addition, the successful applicant(s) must possess at least one-year experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, criminal investigations, and substance/addiction treatment. Experience as a police officer, custodial, or security officer, other than any criminal investigative experience, is not creditable.

**PREFERRED QUALIFICATIONS:** To be considered for this position, candidates must possess a Master's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business/public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relation skills involved in the position, is required for all probation or pretrial services officer position.

In addition, candidates must possess at least three years of specialized experience in field of study closely related to the work of the position. Specialized experience is defined as progressively responsible experience, gained after completion of a master's degree, in such fields as probation, pretrial services, parole, case management, presentence criminal background investigations, or work in substance/addiction treatment. Experience as a police officer, correctional officer, or security officer is not creditable. Fluency in Spanish is preferred.

**EMPLOYEE BENEFITS:** Full-time employees of the United States Probation Office are eligible for a full range of benefits that include retirement, health and life insurance, flexible benefits, long-term care insurance, long-term disability insurance, 13-26 days of annual leave per annum, based on years of service, as well as 13 days sick leave per annum. The United States Probation Office for the District of Connecticut currently offers a flexible work schedule program, and an employee recognition program.

**CONDITIONS OF EMPLOYMENT:** The selected candidate(s) must successfully complete a ten year background investigation. All U.S. Probation Officers are subject to updated OPM background investigations every five years, ongoing random drug screening, and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. The successful candidate(s) will be required to participate in a 6-week training at the Federal Law Enforcement Training Center in Charleston, South Carolina.

**Medical Requirements:** The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at <http://www.ctd.uscourts.gov/ctp>.

**Maximum Entry Age:** First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under Civil Service Retirement System (CSRS) or the Federal Employees' Retirement System (FERS) and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

Each recipient of Federal wage, salary, or retirement payments shall designate one or more financial institution or other authorized payment agents and provide the payment certifying or authorizing agency information necessary for the recipient to receive electronic funds transfer payments through each institution so designated, pursuant to the Federal Financial Management Act of 1994 [Title V, Section 402, section 333.2].

## HOW TO APPLY

### APPLICATION PROCESS:

To be considered for this position, applicants **must** submit the following:

- Cover letter, Resume
- Written narrative addressing the Quality Ranking Factor
- AO-78, Application for Judicial Branch Federal Employment
- Copy of your college transcripts (official/non-official)
- Copy of your last two evaluations, if unavailable, please explain why in your cover letter.

Quality Ranking Factor: Applicants must submit a narrative statement no more than two pages, addressing the factor listed below. **(Mandatory)**

**Tell us why you are applying to be a U.S. Probation Officer. What aspects of the job do you find most appealing? What skills and experiences will help you succeed in this position?**

Incomplete or handwritten applications will not be returned, retained, or considered. Only one application per candidate will be accepted for this announcement.

Please submit all application materials, in PDF format, to:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=mf6sdx2k&pos=20-05>

Applications for Judicial Branch Federal Employment (AO78) may be obtained at:

<http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

NOTE: The U.S. Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

United States Citizenship or eligible to work in the United States is required for consideration for this position.

Applicants selected for an interview will be required to travel to the designated location at their own expense.

Only candidates who are selected for interviews and testing will receive a written response regarding their application.

The United States Probation Office for the District of Connecticut is an Equal Opportunity Employer and values diversity in the workplace.